



CITY OF HOUSTON

Job Posting

1	tn
2	Applications accepted from: ALL PERSONS INTERESTED
3	Job Classification Senior Traffic Analyst (Multiple Positions)
4	Posting Number PN# 113271
5	Department Department of Public Works & Engineering
6	Division Traffic & Transportation Division
7	Section Traffic Signal Maintenance
8	Reporting Location 6922 Old Katy Road (Houston Tran Star)*
	Workdays & Hours M - F, 8 a.m. - 5 p.m.*
	*Subject to change
9	DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS
	Interfaces with engineering and operations staff to coordinate traffic investigation / congestion mitigation activities. Utilizes multiple computer software applications to dispatch emergency maintenance responses and for the scheduling of preventive maintenance activities. Provides status updates to management, 3-1-1 CSR, and field technical personnel on various maintenance and operations activities. Recommends response priorities. Prepares and delivers reports as required.
10	WORKING CONDITIONS
	Occasionally requires stooping or bending. Occasional lifting (up to 20 pounds or an equivalent weight) may be required. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.
11	MINIMUM EDUCATIONAL REQUIREMENTS
	Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or GED.
12	MINIMUM EXPERIENCE REQUIREMENTS
	One (1) year of experience in traffic and street utilization investigation is required.
13	MINIMUM LICENSE REQUIREMENTS
	Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).
14	PREFERENCES
	Proficient in Windows based computer applications. Dispatching experience in a high volume, fast paced environment is desirable.
15	SELECTION/SKILLS TESTS REQUIRED None
16	SAFETY IMPACT POSITION X Yes ___ No
	If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	SALARY INFORMATION
	Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:
	Salary Range - Pay Grade 13
	\$824 - \$1,105 Biweekly - \$21,424 - \$28,730 Annually
18	OPENING DATE
	September 20, 2006
19	CLOSING DATE
	September 26, 2006
20	APPLICATION PROCEDURES
	Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., First Floor Lobby. TDD phone number 713.837.9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.
	An equal opportunity employer